United Nations ST/IC/2003/54

Secretariat

9 September 2003

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Central Support Services

Subject: **Additional arrangements for admission to the premises at United Nations Headquarters during the general debate of the fifty-eighth session of the General Assembly, 23 to 26 September, 29 to 30 September and 1 to 3 October 2003**

1. The present circular describes arrangements that will be in effect at Headquarters for admission to the premises during the general debate of the fifty-eighth session of the General Assembly from Tuesday, 23 September, through Friday, 26 September; from Monday, 29 September, through Tuesday, 30 September; and from Wednesday, 1 October, through Friday, 3 October 2003. Due to heightened security measures throughout New York City and at Headquarters, the section of First Avenue in front of the United Nations will be closed to vehicular traffic from Monday, 22 September, through Friday, 3 October 2003, including the weekend of 27 and 28 September 2003. As conditions permit, this restriction may be eased by the host country law enforcement authorities.

2. The United Nations will be closed to the public from Monday, 22 September, through Friday, 3 October 2003. Regular guided tours will be suspended for 12 days. While the premises are closed to the public, staff members are requested to schedule any appointments with visitors and guests at locations away from the Headquarters site. The premises will reopen to the public on the weekend of 4 and 5 October 2003, when guided tours will resume a regular schedule.

3. During the general debate, individuals holding the following types of passes will not be given access to the United Nations complex: courtesy, retiree, temporary [non-photo] and recreational club. Outside messengers, guests and holders of library building passes will also not be admitted. All appointments and meetings during this period should be scheduled bearing this in mind. Since access to the premises will not be granted to family members, staff should make all necessary arrangements in advance in this regard. Unless it is essential to conduct official business, staff

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members who work in United Nations annex buildings are advised to refrain from crossing First Avenue to enter the United Nations premises from Monday, 22 September, through Friday, 3 October 2003.

Access through the Delegates' Entrance

4. The Delegates' Entrance is reserved for high-ranking officials and senior United Nations staff. In order to enhance security during the period from Monday, 22 September, to Friday, 3 October, the vehicular gate at 45th Street and First Avenue will be reserved for the exiting of motorcades.

Access for representatives of non-governmental organizations, the media, affiliates and interns

5. Access arrangements for representatives of non-governmental organizations during the period from Monday, 22 September, to Friday, 3 October provide that they must use only the entrance at 46th Street and First Avenue, where they will be required to pass through a magnetometer. A limited number of seats in the fourth balcony of the General Assembly Hall have been reserved for representatives of non-governmental organizations who possess a valid United Nations building pass and an appropriate meeting ticket. On Monday, 22 September 2003, 15 non-governmental organizations will participate in an informal panel that will be held in the Economic and Social Council Chamber. They will be required to present valid building passes and appropriate meeting tickets for access to the Economic and Social Council Chamber on the second floor.

6. Temporary media accreditation will take place at a facility located on the east side of First Avenue and 47th Street. Once accredited, the checkpoint for members of the media will be at First Avenue and 46th Street, where they will be directed to the visitors' entrance for screening. The traffic median (media island) at 46th Street and First Avenue used by satellite communications vehicles will be closed, in connection with the closure of First Avenue to vehicular traffic.

7. During the general debate, affiliates and interns with valid United Nations building passes will be admitted at 46th Street and First Avenue, where they will be required to pass through a magnetometer.

Access to restricted areas

8. The second floor of both the General Assembly and Conference Buildings, as well as the bilateral meeting areas located in the Chinese Lounge on the second floor and in the area behind the balcony on the third floor of the General Assembly Building, will be reserved for members of delegations and staff conducting official business and bearing United Nations building passes and colour-coded access passes [secondary passes] issued for the duration of the general debate, in accordance with established procedures.

9. The North Lounge on the second floor of the Conference Building will be accessible to staff members with colour-coded access passes [secondary passes] who are conducting official business in the lounge during the general debate. On certain days and for variable periods of time during the general debate, special arrangements may be in place affecting access to the South Lounge.

10. To the extent that space is available, staff members will be accorded access to the gallery seating areas of the General Assembly Hall upon presentation of their United Nations building passes. On certain days, however, special arrangements may be in effect.

Closure of First Avenue

11. It is anticipated that the area in front of the United Nations along First Avenue from 42nd Street to 49th Street will be closed to vehicular traffic from Monday, 22 September, to Friday, 3 October. Delegations and staff members may cross First Avenue at 42nd, 46th or 49th Streets, upon presentation of their building passes. The crossing point at 46th Street is expected to be particularly congested and will be designated exclusively for delegations. A vehicular checkpoint will be established at Second Avenue and 46th Street.

12. The street crossing points at 42nd and 46th Streets will be closed at various times throughout the day because of the arrival and departure of motorcades. Therefore, during intermittent closings of First Avenue, the only entry point to the premises will be through the 49th Street crossing and the checkpoint at the south-east corner of 48th Street.

13. Staff members and affiliates who encounter difficulty in gaining access should seek assistance from United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and Reception Unit help desk, located in the lobby of the DC1 Building, on 44th Street and First Avenue.

14. The Secretariat Circle will be closed to vehicular traffic, except for escorted motorcades. The garage entrance at 48th Street will remain open 24 hours a day from 4 a.m. on Monday, 22 September, until the close of business on Friday, 3 October 2003. The garage exit at 42nd Street will be accessible between 11 a.m. and 7 p.m., from Monday, 22 September, through Friday, 3 October 2003. In the event that restrictions are eased and First Avenue is opened to vehicular traffic, the 48th Street vehicle entrance will close at 8 p.m. and all vehicles will be required to use the exit at 43rd Street and First Avenue.

Alternative access route

15. Authorized vehicles will be allowed to proceed east along 46th Street to First Avenue and 48th Street to the garage entrance. An alternative route has been established for authorized vehicles whenever First Avenue is closed to vehicular traffic, which this year will be one day before the opening of the general debate, from 6 a.m. on Monday, 22 September, continuing during the week and on the weekend of 27 and 28 September, until the close of business on Friday, 3 October 2003. By using the alternative route, vehicular traffic will be able to approach Headquarters southbound on the FDR Drive. Upon exiting the FDR Drive, motorists will turn right on 49th Street while staying in the extreme left lane that will permit them to proceed south on First Avenue to the security checkpoint at the garage entrance. There may be periods during the general debate when the FDR Drive will be closed for intervals during the day.

Closure of the garage

16. For security reasons, the garage will be closed for parking from 8 p.m. on Sunday, 21 September, and will reopen for authorized vehicles at 4 a.m. on Monday, 22 September. All vehicles must be removed not later than 10 p.m. on Sunday, 21 September, until the reopening of the garage. Remaining vehicles will be towed and stored at the owner's expense.

Alternative parking while the garage is closed

17. To accommodate staff who will not have access to the United Nations garage after 8 p.m. on Sunday, 21 September, parking has been allocated to properly identified vehicles along both sides of First Avenue from 51st to 56th Streets, from 8 p.m. on Sunday, 21 September, to 6 a.m. on Monday, 22 September 2003. A special parking decal obtained from the Garage Administration, which will be honoured by the authorities of the host Government, should be displayed on the dashboard of the vehicle.

Vehicle security checks

18. All vehicles entering the garage are subject to search. Significant delays should be expected. Owing to the traffic restrictions, staff members are encouraged to use public transportation from Monday, 22 September, through Friday, 3 October.

Dining room, other catering facilities and commercial operations

19. It is anticipated that a very large number of security, support and other staff accompanying heads of State and Government will be on the premises and will use the catering facilities at the United Nations. To the extent possible, the facilities will be expanded to accommodate them. In addition, the hours of operation for some catering facilities normally used by staff will change during this period. The hours of operation of the various catering facilities for the week of Monday, 22 to Friday, 26 September, the weekend of 27 and 28 September, the week of 29 to 30 September and 1 through 3 October 2003 will be as follows:

Cafeteria (Secretariat Building, first floor)

Monday-Friday (22 September-3 October)	8 a.m.-8.30 p.m.
Saturday and Sunday (27 and 28 September)	9 a.m.-3 p.m.

Staff Café (Conference Building, fourth floor)

Monday-Friday (22-26 September)	11.30 a.m.-2.30 p.m.
Monday-Friday (29 September-3 October)	11.30 a.m.-2.30 p.m.

Café Austria (Conference Building, first basement)

Monday-Friday (22 September-3 October)	9 a.m.-6 p.m.
Saturday and Sunday (27 and 28 September)	9 a.m.-5 p.m.

UNCA Club

Monday-Friday (22-26 September)	12 p.m.-3 p.m.
Monday-Friday (29 September-3 October)	12 p.m.-3 p.m.

UNDC-1 Cafeteria, third floor

Monday-Friday (22-26 September)	8 a.m.-6 p.m.
Monday-Friday (29 September-3 October)	8 a.m.-6 p.m.

UNICEF Cafeteria (UNICEF House, first floor)

Monday-Friday (22-26 September)	8.30 a.m.-4.30 p.m.
Monday-Friday (29 September-3 October)	8.30 a.m.-4.30 p.m.

20. The Delegates' Dining Room will be open from Monday to Friday, 22 to 26 September, from 11.30 a.m. to 2.30 p.m.; on Saturday and Sunday, 27 and 28 September, from 12 noon to 2.30 p.m.; and from Monday to Friday, 29 September to 3 October, from 11.30 a.m. to 2.30 p.m. Access and seating will require the presentation of United Nations building passes valid for the fifty-eighth session of the General Assembly. Priority will be given to reservations from delegations.